

**Member Handbook**  
**Revision: April 23, 2011**

## **What is Onondaga Model Aircraft Club (OMAC)?**

OMAC is an AMA chartered aircraft flying club open to all age groups. We're a group of dedicated builders and flyers who are eager to help newcomers to the sport of R/C flying and to learn from the more experienced flyers.

### **Additional Information**

Following payment of membership dues, each member should receive the following:

- A copy of the Member Handbook;
- A name tag-button; and
- A membership card (including gate combination on the back).

### **\*\*NOTICE\*\***

If you are a beginner, looking to receive additional instruction, or want to become an instructor, please contact a club officer

## Revision History

<b>Date</b>	<b>Description</b>	<b>Changed by</b>
04/23/11	Changed Instructor on page 4	Jay

# **OMAC – Officers - 2011**

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## **SAFETY OFFICER**

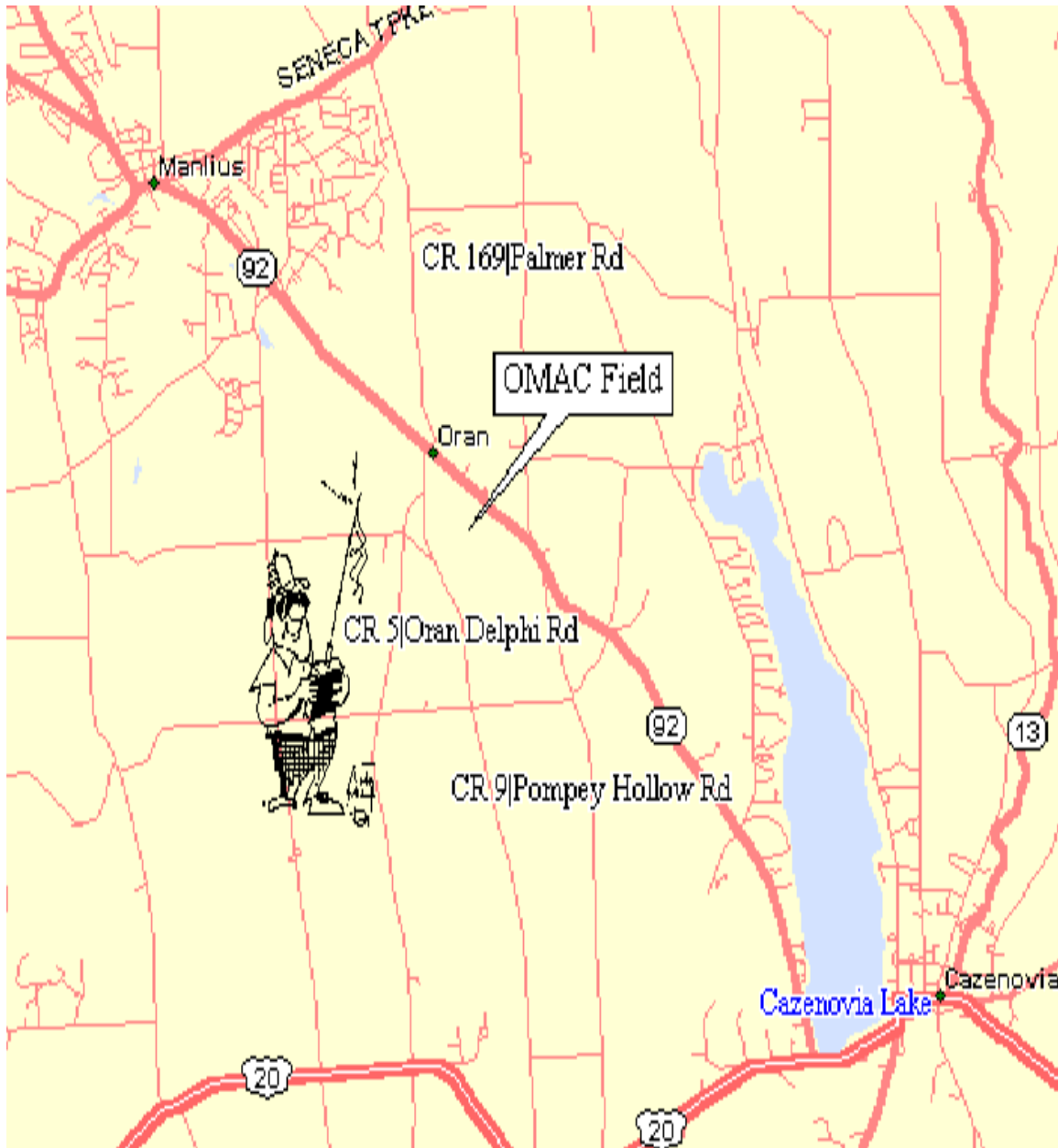
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## **INSTRUCTORS**

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# Directions to OMAC Field



# OMAC Rules and Regulations

1. To join the club you must fill out an application for the club, obtain an AMA license (or show proof of current license), and pay the member dues. You will then become a provisional member of OMAC. You will receive the club rules and regulations and Bylaws to read and follow. To be able to fly at the field(s) as a provisional member you must show an officer of the club your AMA License. The officer of the club will then initial your OMAC membership card for that year. You will then be able to fly at the field as long as you follow OMAC and AMA rules. To become a member, your application for membership must be ratified at the September Executive Council meeting. If your membership is ratified at the meeting, you will then pay your initiation fee. At that point you will be a full member of OMAC. If your membership application is voted down at the meeting, 50% of your membership dues will be returned.
2. You must have a current AMA license to fly at the OMAC field(s). Having sent in the application is not good enough. You must have the license in your possession.
3. Junior members (those who are under 19 years of age as of 1 July) cannot use the field unless accompanied by an OPEN or SENIOR member.
4. If you are flying Radio Control, do not turn on your transmitter unless you have the proper frequency marker from the impound in your possession, and you have made a visual check that other people are not on that frequency.
5. Alcoholic beverages are strictly forbidden.
6. All engines 0.10 cubic inches and up, must be equipped with at least an off-the-shelf muffler. Please use discretion, even some of the off-the-shelf mufflers are not good at reducing sound. Engines cannot exceed 90 decibels (measured at 9 feet away), per AMA guidelines.
7. Safe flying is a must. Passes over the spectator, parking, or the pit/pilot areas are not allowed. All attempts must be made to not allow your aircraft to cross over the flight line (marked at each end of the field with orange flags). If you are not a qualified flyer, or if you are having trouble, do not hesitate to ask for help from those who are there.
8. Flying of aircraft before 9:00am weekdays and Saturdays and before 12:00pm on Sundays is not permitted.
9. You must obey the AMA Safety Code. It can be found in your AMA membership manual. Model flying must be in accordance with this code in order for AMA liability protection to apply.
10. Non-members must have a member present when flying at the OMAC field(s). Non-members may only fly three times annually. Non-members may only attend 3 meetings per calendar year and will not be allowed to vote.
11. No more than four (4) powered planes are to be flown at one time at the field.

12. There will be no flying when the lawnmower is in operation.
13. Cleanup is a must. Fractured airplanes, broken props, fuel cans, beverage containers, and papers of any kind, must be picked up and taken home with you. Do not use the deep woods for trash disposal.
14. No one without an AMA license can enter the pit or pilot areas.
15. When traveling the dirt road to the field, restrict speed to 5 miles per hour.
16. Members may only be in possession of OMAC property if approved by a majority vote of the Executive Council. Members in possession of OMAC property will be held responsible for the replacement and/or repair of said property if it is broken, lost, stolen, or destroyed by an act of God. Disposition of property valued at \$100 or less will be brought up for vote at a regular monthly meeting, property valued at greater than \$100 will require ratification by mail of all voting members in good standing. An affirmative vote by a 2/3 majority of members responding within 15 days of issuance of the mail ballot shall be the binding decision.
17. Dues for members must be paid in full on or before January 31st. There will be an assessment of \$5.00 on dues paid after January 31st. If dues are not paid by February 28th, you are automatically expelled from the club, and removed from the rolls. After this point, rejoining the club would require payment of both membership dues and initiation fee. There are provisions for leave of absence. Please refer to the Bylaws to see if can qualify. To remain on the rolls, any non-paying members must state their request in writing to the treasurer by February 28th. New members pay an initiation fee. This includes previous members. Please refer to the Bylaws to see what category you fall into.

***Current dues schedule:***

<u>January 1st through December 31st:</u>		<u>July 1st through December 31st:</u>	
Initiation Fee:	\$25.00	Initiation Fee:	\$25.00
Membership Dues:	\$50.00	Membership Dues:	\$25.00
Junior Membership Dues:	\$00.00/\$50.00*	Junior Membership Dues:	\$00.00/\$25.00*
Senior Membership Dues:	\$35.00	Senior Membership Dues:	\$17.50

\* - The annual dues for a junior member are \$0.00 if the junior member's parent/guardian is an OMAC member. The annual dues for a junior member without a parent/guardian OMAC member are \$50 (or \$25 after July 1). Junior members do not pay an initiation fee. Junior members do not receive the gate combination.

**Violation of these rules can result in termination of membership, in accordance with Article IV of the OMAC Bylaws.**

Club Information:

Club business meetings will be held several times throughout the year. You will receive notice for the meetings through the OMAC newsletter or by phone. Attendance is not mandatory, but business is conducted with the members present and a simple majority vote, of those present, is binding. We always welcome input and ideas from all non-voting members of OMAC.

All checks should be made payable to: Onondaga Model Aircraft Club. The dues can be paid at the OMAC business meeting or they can be mailed directly to the treasurer.

# **Onondaga Model Aircraft Club**

## **Chartered Club of the Academy of Model Aeronautics (AMA)**

### **BYLAWS**

#### **ARTICLE I**

##### **Name, Location**

Section 1. The name of the organization shall be the ONONDAGA MODEL AIRCRAFT CLUB and shall hereinafter be referred to and designated as OMAC.

Section 2. The principal office of OMAC shall be located as directed by the Executive Council.

#### **ARTICLE II**

##### **Purposes**

The primary object of the OMAC is to acquire and maintain a flying site for the use of its members. More particular purposes are listed below, but shall not be considered exclusive.

- a) To establish and maintain official regulations governing the conduct of using the OMAC flying site(s).
- b) To promote and guide in the advancement of model aircraft building and flying as expressed by and within the guidelines and regulations set up by the Academy of Model Aeronautics.

#### **ARTICLE III**

##### **Membership**

Section 1. Any individual who indicates an interest in the building or flying of model aircraft or in furthering the purposes of OMAC shall be eligible for membership, subject to existing OMAC Rules and Regulations at time of application. The membership shall be divided into classes as follows:

- a) JUNIOR MEMBERS. Those who are under 19 years of age as of 1 July. Junior members do not have the right to vote.
- b) OPEN MEMBERS. Those that are more than 19 years of age as of 1 July.
- c) SENIOR MEMBERS. Those that have been an open member for at least two previously consecutive years, who have retired from work, and are 62 years of age as of 1 July.

- Section 2. All classes of membership are subject to a provisional period. The provisional period begins at the time of application to the club, and will continue until the application for membership is ratified at the September Executive Council meeting. During the provisional period the member may participate in all club functions, except the following:
- 1.) the provisional member cannot hold office.
  - 2.) the provisional member cannot vote.

## **ARTICLE IV**

### **Resignation, Leave of Absence Termination, Disciplinary Action, Exclusion, Expulsion and Reinstatement of Membership**

- Section 1. Any member in good standing may resign his membership by giving notice in writing to OMAC.
- Section 2. Any member may apply for a leave of absence from OMAC. The application must be in writing. It must state the reason for leaving and the time period. It will be subject to approval at the next Executive Council meeting. If approved, the member may become active again at the end of the time period stated in the application, without paying another initiation fee.
- Section 3. Any individual may be expelled or excluded from membership in OMAC by a three-fifths (3/5) majority vote of the Executive Council if, in the Executive Council's determination, such individual willfully commits any act or omission which is a violation of any of the terms of the Bylaws, or rules and regulations of OMAC, or which is detrimental to OMAC or model aviation. Expulsion of membership is subject to the following procedures and rights:
- a) A written statement of formal charges against the member suspected of such an act or omission and a written notice of proposed expulsion from membership, stating the date, time, and place where such an action is to be considered by the Executive Council, shall be drafted under the direction of the President.
  - b) At least thirty (30) days before such an action is to be considered, the written statement of formal charges and the written notice of proposed expulsion shall be mailed to each member of the Executive Council by ordinary mail and to the member charged by certified mail to his last known address.
  - c) Charges and proposed expulsion shall be considered by the Executive Council in Executive Session in a hearing at the date, time, and place, specified in the notice of proposed expulsion. At the hearing, the member charged shall have an opportunity to present a defense, and a record of the proceedings shall be kept.
  - d) The vote of the Executive Council regarding the proposed expulsion shall be by secret ballot. To assure neutrality, any member of the Executive Council representing the member charged or any party aggrieved by the acts or omissions under inquiry shall be disqualified from voting upon the question of expulsion, and the 3/5 majority vote necessary for expulsion shall be determined as if the Executive Council were reduced by the number members so disqualified.
- Section 4. Any member who is expelled from membership may be reinstated to membership only by a three-fifths majority vote of the Executive Council. At this time the reinstated member will be subject to a probationary period of three months. During the three month probationary period, the Executive

Council has the authority to immediately expel said member if they find that the member under probation shows that he is not demonstrating the qualities of an OMAC member or that he is not following the mandates necessary for reinstatement. After the three month probationary period, if the Executive Council feels that said member has met all the necessary criteria, they can reinstate him to a member in good standing. During the probationary period, the member is not in good standing and is not allowed all the rights of a member in good standing.

Section 5. Executive Council shall have the authority to provide disciplinary action for such acts or omissions described in Section 2 of Article IV which do not justify expulsion from membership.

## **ARTICLE V**

### **Dues**

The Executive Council shall set dues for all types of OMAC membership. The recommendation for dues change must be ratified by the majority of members in good standing at an OMAC business meeting before being adopted in the OMAC Rules and Regulations. Any member who fails to pay dues according to the schedule set in the OMAC Rules and Regulations shall be dropped from the membership rolls. In any event, a member's dues must be currently paid in order to exercise the right to vote.

### **Assessments**

The Executive Council may recommend a special assessment. This must be ratified by a majority of the members in good standing at an OMAC business meeting, for which the assessment vote is on the agenda, and the notice of the vote was sent out 30 days prior to the meeting date.

## **ARTICLE VI**

### **Books and Records**

Section 1. OMAC shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its members.

Section 2. A record of the names and addresses of the members entitled to vote shall be kept at the principal office of OMAC.

Section 3. The records of OMAC shall be open for inspection at the request of any member in good standing, during an OMAC business meeting.

## **ARTICLE VII**

### **Meetings**

Section 1. The Executive Council shall have at least one meeting a month. The time, date and place shall be determined by the Executive Council.

Section 2. Special Executive Council meetings may be called by any member of the Executive Council. The purpose of the special meeting shall be stated in the call. Except in cases of emergency, which shall be determined by the President, at least 4 (four) days notice shall be given.

- Section 3. A regular meeting of the membership shall be held at least 8 (eight) times a year at the call of the Executive Council, which may in its discretion call a special membership meeting at any time. The Executive Council shall call a special membership meeting upon the written request of 5% of the voting members. The date and place of membership meetings shall be determined by the Executive Council. Meeting announcements shall be sent to each member of OMAC at least 7 (seven) days prior to the meeting date.
- Section 4. The voting body of membership meetings shall be all members in good standing. A quorum shall consist of all registered OMAC members present at the meeting. All issues duly moved and passed at the membership meeting shall be mandates to the Executive Council for implementation.
- Section 5. All membership meetings shall be conducted by OMAC, Rules & Regulations. A parliamentarian will be appointed by the President at the beginning of the meeting. All voting to be done by secret written ballot except for procedural votes of motion on the floor.

## **ARTICLE VIII**

### **Nominations and Elections**

- Section 1. To be eligible to discharge the duties of an appointed office of OMAC, you must be a current member in good standing with the Academy of Model Aeronautics, Inc., and OMAC.
- Section 2. The election of officers shall be held annually in the month of November. Nominations shall be presented in October by a committee appointed beforehand for that purpose, or by individual members following the report of the nomination committee. The Secretary shall provide a notification of the date, place, and time of the annual elections via the official newsletter. Officers elected shall begin their term on Jan. 1 of the next year.
- Section 3. The nominating committee shall be composed of the Vice President and two appointed members, which are not members of the Executive Council, and shall attempt to find two candidates for each office for the October meeting.

## **ARTICLE IX**

### **Officers**

- Section 1. The officers of OMAC shall be the President, Vice President, Treasurer, Secretary, and Field Marshall. The term of the office shall be for a one year period.
- Section 2. In the event of a vacancy during regular term by death, incapacity, inactivity, resignation, impeachment, removal from office of any OMAC official, the following procedure shall be used to replace that official to fill out the remainder of the term:  
A vacancy of the office of President will automatically be filled by the Vice President.  
The Executive Council will replace the vacant office, other than the President, will the member of their choice, for the remainder of the term.
- Section 3. In the event that an officer has shown incapacity or inactivity for a period of two months or more, it shall be the duty of said officer to step down from office.

- Section 4. The President shall be the Chief Executive Officer of OMAC. The President shall be a member exofficio of all regular and special committees, except the Nominating Committee. The President shall have the authority to establish or dissolve any committees other than those established by the Bylaws of the Executive Council and to appoint or remove the committee chairman, except as otherwise provided by the Bylaws; and to make final and binding decisions relative to unresolved disputes and protests.
- Section 5. The Vice President shall be in charge of major sanctioned contest and intraclub activities. The Vice president shall be a member exofficio of the nominating committee. The Vice President shall assume the duties of the President in the event of a vacancy, as described in Section 2, for the duration of the term.
- Section 6. The Treasurer shall be the Chief Financial Officer of OMAC, shall be responsible for maintaining all financial records of OMAC, shall monitor the financial affairs of OMAC, make an annual report to the membership regarding the financial matters of OMAC; and shall make periodic reports, not less than quarterly, to the Executive Council.
- Section 7. The Secretary shall take all records of Executive Council Meetings and Membership Meetings. The Secretary shall keep all records and documents of OMAC, excluding financial records. It is the Secretary's responsibility to correspond with the AMA in regards to membership and charter. The Secretary shall be the editor of OMAC's official newsletter.
- Section 8. The Field Marshall shall insure safety and good conduct in accordance with OMAC Rules and Regulations at the flying site(s).

## **ARTICLE X**

### **Executive Council**

- Section 1. Management of the affairs of OMAC shall be vested in a governing body, to be known as the Executive Council.
- Section 2. The Executive Council shall be composed of the President, Vice President, Treasurer, Secretary, and Field Marshall. The OMAC President shall act as chairman of the Executive Council.
- Section 3. The Executive Council shall have the authority to supervise the affairs of OMAC, and to establish rules and regulations.
- Section 4. Official decisions may be made by a 3/5 majority vote at a Council Meeting.
- Section 5. Decisions of policy shall not be at variance with the stated purposes and objectives of these Bylaws.
- Section 6. The Executive Council has the power to allocate OMAC funds for general operation of the club. Capital improvements or major expenditures must be also ratified by a vote of OMAC members in good standing at a regular business meeting at which the vote is on the agenda. 30 days notice is needed for such a vote.
- Section 7. A bona fide OMAC member may initiate a formal request for Executive Council action by submitting as petition to any of the Executive Council. The petition should include a written description of the nature, type and extent of Executive Council action recommended. The President or any member of the Executive Council will have the matter placed on the working agenda. It shall be acted upon in 30 days, and the petitioner will receive a response of such action.

Section 8. Any OMAC member in good standing may attend an Executive Council meeting as a nonparticipating member.

## **ARTICLE XI**

### **Official Publication**

There shall be one or more official publications of OMAC to be published as directed by the Executive Council. The role of these publications shall generally be to serve as the vehicle to accomplish the purposes of OMAC. They may offer information of general interest to the members of OMAC, and shall be a means by which official information is distributed to its membership. The number and nature of official publications shall be determined by the Executive Council.

## **ARTICLE XII**

### **Order of Business**

The order of business at each Executive Council meeting shall be determined by the President. The President shall be the Chairman of the meeting. The rules governing the conduct of all such meetings shall be determined by the Executive Council.

## **ARTICLE XIII**

### **Bylaws**

When ratified, these Bylaws will supersede any and all existing OMAC Bylaws.

## **ARTICLE XIV**

### **Amendments**

Section 1. Recommendations for Bylaws changes must be proposed in writing by any voting member of OMAC. If the recommended amendment(s) are accepted by a 3/5 vote by the Executive Council, at a Council Meeting, the amendment(s) must be ratified by the voting membership before adoption.

Section 2. If a written petition of a Bylaws change is signed by five or more voting members of OMAC, approval by the Executive Council is not necessary, but the amendment(s) must be ratified by the membership.

Section 3. Ratification will be by a mail ballot of all voting members in good standing. An affirmative vote by 2/3 majority of members responding within 15 days of issuance of the mail ballot shall adopt amendment(s).

## **ARTICLE XV**

### **Duration**

1. The duration of this Club shall be perpetual.

## **ARTICLE XVI**

### **Dissolution**

1. The Corporation may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership.
2. Upon the dissolution of the Corporation, the Board shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, to the Academy of Model Aeronautics, Inc., or to such other organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or to such other organization with purposes similar to the purposes of this Corporation, as the Board shall determine. any of such assets not so disposed of shall be disposed of by the Court of Common Pleas (or similar court) of the county in which the principal office of this Corporation is then located, exclusively for such purposes and to such organization or organizations, as said court shall determine, which are organized and operated exclusive]y for such purposes.

## **ARTICLE XVII**

### **Incorporation**

1. The incorporation of this membership shall be a minimum of three (3) of the four {4} elected officers.

## **ARTICLE XVIII**

### **Logo**

1. The official Club logo shall be:



## **ARTICLE XIX**

### **Grievance Procedure (Flight and Ground Safety Rules)**

## 1. Purpose

The grievance procedure provides a mechanism to enforce existing safety rules by providing a progressive disciplinary system when needed. Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Committee for its consideration by means of a Grievance Form to be filled out and turned into the Safety Committee Chairman. At least one witness is required to sign the Grievance Form.

## 2. Safety Committee

The Safety Committee shall use its judgment in carrying out action on the following:

- (a) A grievance form (see attached page) will be filled out and turned into the Safety Committee Chairman. At least one witness is required.
- (b) FIRST VIOLATION
  - a. Viewpoints of both complainants and accused will be considered.
  - b. Complainant's name will be disclosed.
  - c. A verbal reprimand will be given to the accused by the Safety Committee, and this will be recorded in the Committee files.
- (c) SECOND VIOLATION
  - a. Complainant's name will be disclosed.
  - b. The accused has the right to written rebuttal, to be reviewed by the Committee.
  - c. If the Committee so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a copy published in the Club newsletter.
- (d) THIRD VIOLATION
  - a. Committee will notify the accused in writing and the Club members via the Club newsletter that the Club will vote on the expulsion of the accused at the next meeting.
  - b. Said expulsion will last for a one-year minimum. (Longer if deemed necessary by the Board of Directors).
  - c. A member may be expelled from the Club only upon a two-thirds (2/3) majority vote of the membership present at the meeting.
  - d. Voting will be by secret ballot at a regular monthly meeting.
  - e. The expelled member may reapply for membership after the expiration of the expulsion time period.
- (e) The three actions will not be enforced unless they are accumulated within a two-year period of time.
- (f) Any member receiving a Grievance, who directs any retaliation action against the person filing said Grievance, will be subject to immediate expulsion from the Club. This is to include threats, intimidation,

physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Board of Directors.

# Club Grievance Form

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Nature of Violation:

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Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Additional Witnesses (not required):

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# Name Tag Buttons, Membership Cards, and Field Access

## OPTIONAL

It is advised that all members (particularly new members) wear their name tag button to the field after joining the club.

## MANDATORY

It is mandatory that all members carry their membership card and AMA card to the field ***every*** time they visit the field.

The membership card provides proof that you are a current club member.

The back of the membership card indicates the combination to the lock on the gate entering the field. This combination changes every year or as often as the OFFICERS deem it necessary for security reasons.

Please be sure to turn the numbers on the lock back to 0000 after opening the gate.

***It is your responsibility NOT to give the lock combination to guests and non-members***

## **Frequency Control**

A frequency control box/transmitter impound system is used at the OMAC flying field to mitigate radio interference and inadvertent usage of similar frequencies at one time.

This system involves the process of removing a clothespin plaque from the frequency control box that matches your transmitter frequency/channel number and attaching it to your transmitter antenna. Place your membership card or your AMA card in the slot provided near your frequency pin to indicate that the frequency is in use.

**DO NOT TURN ON YOUR TRANSMITTER UNLESS YOUR FREQUENCY PIN IS IN YOUR POSSESSION**

In addition, the operating frequency of your transmitter MUST be indicated by displaying the corresponding channel number in a channel identification plaque (provided with the radio system). The plaque will display the two channel digits and shall be attached anywhere on the transmitter antenna.

The frequency band in use will also be identified by a colored wind streamer that states “72 MHz – Aircraft Use Only”. It also may be attached anywhere along the transmitter antenna.

The maximum aircraft in the air at once is four.

Pilots are required to stand on one of the designated pilot boxes while flying.

## Guest Policy

- All guests must have a current AMA membership card (or other membership card in a nationally recognized model aircraft association providing pilot insurance coverage) in order to fly.
- Guest may fly at the field only with the approval of a member in good standing and only as long as a sponsoring member *remains at the field*. Guests will not fly unattended.
- A local guest will be allowed to fly at the field on three (3) separate occasions and then will be asked to join the club.
- An out-of-town guest may make arrangements with the club to fly at the field while visiting the area. The club officers and the SAFETY OFFICER will handle each out-of-town guest on a case-by-case basis.
- All guests are required to extend every courtesy to current members sharing the same frequency. When there is a conflict over who shall fly, the club member will have the first option to fly. Both the guest and the members should use common sense while sharing the flight line or using the same radio frequencies.
- All Non-AMA enrolled guests are required to stay behind the fence separating the spectator area from the pits and flight line.

## **Field Maintenance**

Work parties will be called time-to-time to help with field changes or improvements. ***Your participation would be appreciated.***

A field committee runs the regular maintenance associated with the flying field and its buildings. The committee is responsible for the operation, service, and repair of the machinery used by the committee in keeping the grounds in proper working order. The committee will ask for a work party when they feel that extra personnel are needed to complete specific tasks. Only the committee members are allowed to use the club equipment. Volunteers are welcome and may use the club equipment upon the approval of the committee.

OMAC does ***not*** have a trash pickup service. Please remove your trash from the field when you leave the field for the day. After crashing and airplane, please pickup all components and parts.

## Document Revision History

<b>Date</b>	<b>Author</b>	<b>Description</b>
<b>11/08/10</b>	<b>Jay</b>	<b>Changed names of Club Officers to those elected for 2011</b>
<b>01/22/11</b>	<b>Jay</b>	<b>Corrected Spelling of Ralph's Name</b>